

UNITED REPUBLIC OF TANZANIA

MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY



UNIVERSITY OF DAR ES SALAAM
OFFICE OF THE DEPUTY VICE CHANCELLOR
(PLANNING, FINANCE AND ADMINISTRATION)



JOB ADVERTISEMENT

BACKGROUND

The University of Dar es Salaam through the Centre for Banking and Financial Services Research (CBFSR) of the University of Dar es Salaam Business School (UDBS) in collaboration with the Center for Entrepreneurship (CfE) and Chair of Innovation Management and Entrepreneurship, Technische Universität Berlin (CfE-EIM) of Technische Universität Berlin (TUB) is implementing the AESDEA project ("Agripreneurship Education for Sustainable Development in East Africa"). The 4 year project is funded by the German Academic Exchange Service (DAAD) and the German Federal Ministry for Economic Cooperation and Development (BMZ) and aims at increasing students' entrepreneurial skills in the field of agritech and building up an East African agripreneurship network.

INVITATION TO APPLY

To ensure the smooth functioning and successful implementation of the AESDEA project, the University of Dar es Salaam through the Centre for Banking and Financial Services Research (CBFSR) of the University of Dar es Salaam Business School (UDBS) calls for qualified and motivated candidates to apply for the position of Project Manager.

JOB TITLE: PROJECT MANAGER

DUTY STATION: Dar Es Salaam

RESPONSIBLE TO: AESDEA Project Coordinator, UDSM

REQUIRED QUALIFICATIONS AND EXPERIENCE

- i. Holder of Bachelor Degree from a recognized university, ideally in the following areas: Business-related fields, Agribusiness and Food Science or Management and Administration. Candidates with other academic backgrounds are also welcome to apply. Holders of a relevant Master's degree will have an added advantage;
- ii. Ideally some experience in programme or project management, experience in organising events, in project administration and/or community management; experience in international or intercultural projects is a strong advantage;
- iii. Passionate about technology, startups and innovation and well connected in the agritech/entrepreneurial ecosystem in Tanzania or East Africa is a plus.

REQUIRED SKILLS AND COMPETENCIES

- i. Proactive and positive mind-set;
- ii. Openness and willingness to learn;

- iii. Excellent organisational, planning, time management, prioritisation and problem-solving skills;
- iv. Ability to communicate well with both the Tanzanian and the German team;
- v. Attention to detail and accuracy;
- vi. Fluency in written and spoken English;
- vii. Proficient knowledge of MS Office; familiarity with Slack and Trello a plus.

MAIN DUTIES AND RESPONSIBILITIES PROJECT MANAGER

- i. Support the implementation and coordination of the project at the University of Dar Es Salaam;
- ii. Communicate with German and Tanzanian project team and partners;
- iii. Support the planning, monitoring and evaluation of project activities;
- iv. Support the organisation of events, courses and trainings in and outside of UDSM;
- v. Responsible for recruitment and registration of participants for the different activities, i.e. the spring school, the conference, the course etc.;
- vi. Fulfill administrative duties, including reporting and compiling paperwork such as contracts, time sheets, invoices, receipts, lists of attendance etc., according to DAAD's guidelines;
- vii. Support the planning and booking of (international) project trips for students, researchers and team members;
- viii. Arrange and attend team meetings, take minutes and follow up on To-Dos;
- ix. Responsible for communication and outreach, including setting up social media channels, creating website content, and connecting with non-university actors such as entrepreneurial networks and other topic-related organisations;
- x. Produce project publicity material such as flyers, banners, brochures etc. according to DAAD's guidelines;
- xi. Present the project during events and visits both online and offline.

BENEFITS AND REMUNERATION

- i. Opportunity to work in an open and supportive environment that values both teamwork and self-reliance with plenty of room for initiative, independence and responsibility;
- ii. Working on a wide and varied range of tasks;
- iii. Ideal environment for professional and personal development;
- iv. Opportunity to work closely with university and non-university actors to build up Agripreneurship knowledge and enthusiasm at UDSM, in Tanzania and in East Africa and to create a strong Agripreneurship network;
- v. Being part of a Tanzanian/German team;
- vi. Flexible, trust-based working arrangements and home office arrangements.

Salary:

Project Manager (full-time): Monthly basic salary of **Tshs. 1,630,000**.

TERMS OF SERVICE

1.5 year contract with possibility of extension depending on good performance, with a 2 month probation period.

APPLICATION PROCEDURE

Interested candidates should apply with the following documents:

- i. Application letter;
- ii. Detailed CV with names and addresses of two referees;
- iii. Certified copies of relevant academic certificates, transcripts and professional certificates;
- iv. Photocopy of birth certificate.

The applications should be addressed to:

Deputy Vice Chancellor (Planning, Finance and Administration)

Mwalimu J.K. Nyerere Mlimani Campus

University of Dar es Salaam

P. O. Box 35091,

Dar es Salaam, Tanzania

Tel: +255 2410 394

Fax: +255 22 240718

Applications should only be submitted through the UDSM recruitment portal:

https://hrmis.udsm.ac.tz/hrportal/index.php/application_list

The **application deadline** is two weeks since publication of this advert